



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,598-\$3,157

HUMAN RESOURCES MANAGEMENT DIVISION SACRAMENTO

The Department of Insurance has an opening to be filled at the Office Technician (OT) (Typing) classification to work in the Human Resources Management Division's (HRMD) Personnel Operations Unit. DPA approval has been requested to designate this position as confidential.

RESPONSIBILITIES: Under the general supervision of the Manager, Personnel Operations, the incumbent will provide staff assistance and a wide variety of clerical support for the Personnel Operations staff, the Chief, Human Resources, CEA and the Labor Relations Officer. The OT must use a high degree of initiative in completing assigned tasks including: originate, type, edit and proofread correspondence, reports, and a variety of internal documents; format correspondence, memos, and bulletins written by staff for consistency with departmental standards; receive telephone calls and visitors, determine the nature of requests and take appropriate action, or refer the matter to the appropriate HR staff; arrange for meetings, make travel arrangements, and process travel expense claims; process incoming mail, which is often of a sensitive and confidential nature, and distribute to the appropriate staff; maintain filing and records management systems; maintain office manuals and revisions; assist with supply orders for the Division; maintain the automated departmental performance evaluation tracking system, organizational charts, and HRMD Intranet pages; develop and maintain database applications for HR related tracking systems; HRIS Attendance Monitor; provide functional guidance to HR staff with the personal computer and other basic office equipment; and act as lead to the HRMD student assistant staff as needed.

DESIRABLE QUALIFICATIONS:

- Excellent computer skills and experience using Microsoft Word, Excel and Access;
- Excellent interpersonal skills and ability to communicate effectively, orally and in writing (experience in working with the public is helpful);
- A high degree of initiative, a cooperative attitude and commitment to teamwork in a fast paced environment; and,
- Ability to follow oral and written instructions.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician (Typing) level, those within transfer range, or those with list eligibility. All applications will be reviewed, however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance-Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Office Technician (Typing) #191-1139-004" on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: **March 12, 2007 or Until Filled**

NOTE: **Interested individuals must submit applications in order to be considered for this position.**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

ot01/11/07
r02/02/07
r02/28/07